

**Function:** Mayor's Office  
**Department:** Mayor's Office  
**Department Budget:** \$324,457

**Department Mission:**

The mission of the Mayor's Office is to advance the goal of equal opportunity for all Springfield residents and to ensure that our City is a welcoming community that celebrates diversity. To revitalize our City, and consequently enhance the growth of our Region, the City of Springfield must strive to attend to the current and future needs of all of its residents and other stakeholders.

The Mayor and his administration are responsible for executing all policy initiatives, ordinances and orders of the city council and finance control board and managing the business affairs of the city. In addition to the immediate needs of the City of Springfield, the Mayor must be a leader who works to foresee and address future events that will impact the City.

**Department Highlights:**

In FY 2006 the Mayor's Office will be staffed at the same levels as FY 2005. The immediate tasks of the Mayor's Office surround its ongoing efforts to work in concert with the Springfield Financial Control Board to return the city to a stable financial condition by addressing chronic spending and revenue issues that have threatened the city's financial stability for many years

Despite the significant financial cloud hanging over our City, the Mayor's office is equally committed to the long-term viability of the City of Springfield. Therefore, providing timely and positive constituent service is a key responsibility of the Mayor's Office. The very capable and diverse staff of the Mayor's Office responds quickly and professionally to all public contacts received via phone calls, emails, community meetings, mail and/or walk-in visits to the Mayor's Office. Often, these contacts can be resolved within the Mayor's Office. If not, the Mayor's Office will act as the internal liaison with the appropriate City department, community or state agency to ensure that all inquiries are addressed and resolved in a timely and professional manner.

In addition to the above constituent services, the staff of the Mayor's Office serves as the Mayor's liaison to numerous City commissions, boards and neighborhood associations. Particularly, the Mayor has recharged three very important commissions as follows: Youth, Disabilities and Human Services.

**Department Goal:**

The goal of the Mayor's Office is to serve the needs of the citizens and other stakeholders of the City of Springfield with compassion and efficiency.

**Department Objectives:**

1. Respond to and accurately track all public inquiries with positive internal and external liaison activities between City Departments and constituents.
2. Nurture collaboration among all City departments and community agencies.
3. Provide information regarding the City through public relations and events.

**Proposed Department Changes:**

There are no proposed program changes at this time.

**City of Springfield**  
**Program Summary**  
**Mayor's Office**  
**Mayor's Office**  
**Mayor's Office**

**FY 06 Recommended Budget**

	<b>Actual</b>		<b>Adopted</b>		<b>Actual</b>		<b>Estimated</b>		<b>Proposed</b>	
	<b>Expenditures</b>		<b>FY 05</b>		<b>03/31/05</b>		<b>06/30/05</b>		<b>FY 06</b>	
	<b>FY 04</b>		<b>FY 05</b>		<b>03/31/05</b>		<b>06/30/05</b>		<b>FY 06</b>	
<b>EXPENDITURE SUMMARY</b>										
Regular Payroll	\$	313,517	\$	365,009	\$	253,998	\$	350,387	\$	312,957
Overtime		-		-		-		-		-
Purchase of Service		12,319		27,685		4,100		5,467		8,440
Materials and Supplies		2,236		3,609		695		927		2,560
Intergovernmental		-		-		-		-		-
Other		698		1,000		102		136		500
Capital Outlay		-		-		-		-		-
<b>Total</b>	<b>\$</b>	<b>328,770</b>	<b>\$</b>	<b>397,303</b>	<b>\$</b>	<b>258,895</b>	<b>\$</b>	<b>356,917</b>	<b>\$</b>	<b>324,457</b>

	Actual	Estimated	Proposed
REVENUE SUMMARY	FY 04	FY 05	FY 06
Non General Fund			
Grants	\$ -	\$ -	\$ -
Bond Proceeds	-	-	-
Fees	-	-	-
Reimbursements	-	-	-
Total Non General Fund	\$ -	\$ -	\$ -
General Fund			
General Fund Fees	\$ -	\$ -	\$ -
General Fund Contribution	328,770	356,917	324,457
Total General Fund	\$ 328,770	\$ 356,917	\$ 324,457
Total	\$ 328,770	\$ 356,917	\$ 324,457

	Actual	Adopted	Proposed
FUNDED POSITIONS/FTEs	FY 04	FY 05	FY 06
Mayor	1	1	1
Chief of Staff	1	1	1
Admininstrative Aide to the Mayor	5	5	4
Total	7	7	6

	Actual		Adopted		Proposed	
APPROPRIATION SUMMARY	FY 04		FY 05		FY 06	
Personal Services	\$	313,517	\$	365,009	\$	312,957
Other Than Personal Services	\$	15,253	\$	32,294	\$	11,500
Capital Outlay						
TOTAL	\$	328,770	\$	397,303	\$	324,457